

WELCOME TO THE WYOMING WING ENCAMPMENT

I would like to take this opportunity to welcome each of you to Wyoming Wing's annual encampment. This will be your new family from 04 – 12 August 2018. As in any family there may be conflicts. So here are a few guidelines and some rules to help our new family to avoid them ahead of time:

GUIDELINES

1. Everybody will conduct themselves as ladies and gentlemen at ALL times. It goes without saying that if we follow this we will all have a good time at the encampment.
2. Regulations are NOT suggestions.
3. Proper military decorum, bearing and respect are a MUST.
4. If you are doing something that you think MAY be wrong, you probably are. STOP it. Think: Would my commanding officer approve?
5. If you have a problem, work it up the chain of command. Staff, both senior and cadet, are here to help you learn AND have a good encampment experience.
6. If you miss a briefing or meeting YOU are responsible for any information that might have gone out during such meetings.
7. Not only are you part of a new family but you are also part of a new TEAM. Help out fellow team mates whenever possible.
8. Cursing is NOT acceptable. Cussing only degrades you and belittles those about you. Show YOUR maturity.
9. NO horseplay or practical jokes. Horseplay can get you or someone else hurt and practical jokes are NOT jokes at all.
10. SAFETY above ALL. If something sounds like FUN there probably is a safety issue to consider.
11. There will be NO whining.

RULES OF CONDUCT

1. There will be absolutely NO hazing of any kind. This applies to everybody from the lowest ranking cadet to highest ranking senior member.
2. There will NO inappropriate physical contact of any kind. This applies to everybody from the lowest ranking cadet to highest ranking senior member.
3. Stay OUT of other people's belongings.
4. There will NO use of alcohol, drugs or tobacco at encampment as per regulations.
5. Regulations WILL be followed at all times.
6. SAFETY above ALL.
7. There will be NO whining.

EMERGENCY PHONE NUMBERS

Should a family emergency arise, please contact our cadre at encampment, by calling the following phone number(s):

Encampment Commander (Tech. Sgt Sal Chiporo): cell (307) 286-1910

Encampment Administrator (Lt. Col. BJ Carlson): (307) 578-9170

Head Training Officer (Lt Col Mike Carlson): cell 307-899-4831

Wyoming Wing Headquarters: 307-773-4405 (times vary)

In order to prepare yourself for this unique experience, it is necessary that you begin your personal physical training as soon as possible. This training includes getting out of bed by 0600, keeping yourself hydrated with WATER, running up to one mile a day or participating in some form of aerobic exercise. History shows that coming to encampment physically prepared will greatly diminish your chances of becoming ill or injured and missing out on fun activities (or even having to leave the encampment early).

OBJECTIVES AND OVERVIEW

This booklet will provide basic information about the encampment, identify your duties and responsibilities while at the encampment and will list the items cadets will need to bring. Cadets are expected to know and recite the Cadet Oath. Cadets should know the Chain of Command from the President of the United States to your individual squadron commander. Cadets can expect to be verbally quizzed on the chain of command, so please take time to review this information.

OUR MISSION

Our Wyoming Wing Encampment mission is to provide training in: Leadership, Military Customs and Courtesies, and Air Force Fundamentals. Training will include Civil Air Patrol's mission in Aerospace Education, Emergency Services and Cadet Programs in accordance with CAPR 60-1. We will provide exciting training in team building events and hands on activities. While the opportunity to participate is provided, the decision on whether cadets should participate will be left to the discretion of the CAP cadre. Under no condition, however, will participants be forced to participate in any event in which they fear they may be injured. These events will challenge the cadet and may also be used by the CAP cadre to assess each cadet's leadership skills, their ability to function as a team player, as well as their level of physical fitness. Physical fitness training will be conducted daily.

ORGANIZATIONAL STRUCTURE

Upon arrival, you will be assigned to a flight. Each flight will have a Flight Commander and Flight Sergeant. The Cadet Staff will be made up of a Cadet Commander, Cadet Deputy Commander, First Sergeant, and other staff positions deemed necessary. All senior members and a few selected cadets assigned to the encampment will make up the cadre, which will consist of the Commander, Deputy Commander, and other staff officers as required. Many of the senior members will fill multiple roles.

CONDUCT

The Encampment is a guest of the National Guard, the United States Air Force, and at all times are representatives of Civil Air Patrol. All attendees will conduct themselves in a manner that reflects credit upon themselves and CAP. Upon instructions from our Wing Commander, Col Ken Johnston, any behavior contrary to professionalism may result in immediate dismissal at which time your parent/guardian will be required to pick you up from the Encampment. No refunds! Misbehavior is not limited to disrespect and sexual harassment (or any lewd behavior). Cadet's chain of command will address any unprofessional conduct, and the Encampment Commander will dismiss any individual for gross misconduct or incompatibility with the encampment. Such dismissal will be reported to the individual's squadron commander and will be at the expense of the cadet.

IN-PROCESSING PROCEDURES AND POLICIES

1. **TRANSPORTATION:** All attendees are required to report to Camp Guernsey, Wyoming (see Directions Attachment), between 1300 and 1430 on 04 August 2018. Transportation is the responsibility of the trainee.
2. **UNIFORM:** You will report to Encampment in the Air Force Blues uniform (make sure your uniform is in inspection order and your haircut is within standards). See Packing List for all needed items.
3. **REQUIRED PAPERWORK:** You will have in hand (not in luggage) ALL required forms not previously submitted. Without these forms you WILL NOT be allowed to proceed with check-in and will be immediately sent home at your own expense OR your parents will have to make a return trip with the paperwork. These forms will need to be completed, (if not applicable note "N/A") signed where indicated, and preferably sent in prior to the encampment:
 - a. CAP Form 31 with all required signatures (out-of-state cadets need Group Commander (if applicable) and Wing Commander (mandatory for all) signatures in addition to the Squadron Commander signature.
 - b. CAP Forms 160, 161 and 163 - Parent/guardian signature is required on the 160 and 163 unless you are 18 or older. CAPF 160 needs to be filled out completely and any "YES" answers must be explained on the second page or on a separate sheet of paper.
4. **PRESCRIPTION DRUGS AND OVER-THE-COUNTER MEDICATION:** Any prescription or over-the-counter medications must be listed (name, dose, time) on the CAPF 160. Cadets are responsible for taking their own medication. In accordance with CAPR 160-2, Cadets will bring any prescription, non-prescription medications, herbals, vitamins, or supplements to a CAP activity only in the original containers in which the medication was dispensed or packaged. **Prescription containers must contain the name of the prescribing physician, the name and telephone number of the dispensing pharmacy (if applicable), the name of the recipient of the prescription, and any other applicable dosing instructions. All other non-prescription medications, herbals, vitamins and supplements must also contain dosing instructions and be labeled with the cadet's name.**
5. **CONTRABAND POLICY:** Follow the packing list for what is mandatory. If it is not on the list it is not needed. You may not have any of the following items in your possession while at encampment:
 - a. Alcoholic beverages or anything with alcohol
 - b. Weapons of any kind or any item that may be reasonably considered a weapon. These include, but are not limited to, firearms, pellet guns, paint-ball paraphernalia, pocket or sheath knives, razor chains, nunchakus (numbchucks), machetes, explosives or fireworks.
 - c. Squirt guns or any items that might get you into mischief
 - d. Tobacco products of any kind: cigars, cigarettes, pipes, snuff or chewing tobacco
 - e. Duct tape
 - f. Camouflage paint
 - g. Combat gear

- h. Recreational drugs of any kind
 - i. Pornographic material
 - j. No colognes, perfumes, or aerosol sprays of any kind except foot powder or deodorant*
 - k. CD, MP3 or cassette players, computers, I-Pods, etc.*
 - l. Cell phones or pagers including electronic games*
 - m. Candy, chewing gum or any food items*
 - n. Electronic appliances*
 - o. Money and cameras*
 - p. Cameras are allowed but will be safely stored and handed out during special events.
 - q. *Cadets may have these items en-route to the encampment and back home. Upon arrival to the camp, these items will be safely stored. Cadets will be allowed to access cameras for special events and money for our end of encampment picnic at Fort Laramie.
 - r. **WATCHES - watches are not prohibited according to National CAP guidelines. However, in the past there have been concerns with cadets setting watch alarms. With watches now having the capacity to take pictures and access the internet, only simple watches (no alarms or access to photos/internet/etc.) will be allowed. If you come with something other than a simple watch it will be placed in the contraband and returned at the end of encampment.**
6. **ENFORCEMENT OF CONTRABAND POLICY:** During in-processing, your luggage will be checked for contraband. If you have any of the above items, you will be given the opportunity to dispose of them or to turn them into the senior staff. This will be your only chance. If you are found with any of these items after in processing, you will be subject to immediate dismissal from the encampment at your own expense. There will be zero tolerance for violations of these rules. Items turned in at the beginning of the encampment will be returned upon leaving the facility.
7. **PRIVATELY OWNED VEHICLES (POVS):** If you are reporting to the encampment in a privately owned vehicle (POV), you must have a current driver's license, proof of insurance and vehicle registration. Participants will need to park vehicles at a designated parking location and surrender the vehicle keys to the Logistics Officer. Cadets will not be allowed access to vehicles during encampment without approval of the Commander.
8. **PERMISSION TO LEAVE THE ENCAMPMENT AREA:** No one will be allowed to leave the encampment area without the permission of the Commander or Deputy Commander. All cadets and senior members who leave the area must check in and out with the Commander or Deputy Commander. (Senior members, this is in case we need to reach you while you are away from the Encampment.)
9. **QUARTERS:** Separate lodging for male and female cadets/staff will be provided by the Wyoming National Guard. Cadets will sleep on bunk beds in an open bay. Pillows, blankets and linen will be provided. At NO time are cadets to be in the quarters of

members of the opposite sex unless it is during flight time. In the event of an emergency or during scheduled barracks inspections, senior members (minimum of two) of the opposite sex may enter any billeting area.

- a. Infractions of this rule may result in immediate dismissal from the encampment. When you are “in quarters” for the purpose of sleeping and Lights Out is in effect, you will remain in quarters and be quiet unless you need to use the bathroom facilities during the night. You owe other members of the encampment the courtesy of being quiet so that everyone can get a good nights sleep. Sneaking around or playing pranks **WILL NOT BE TOLERATED**.

10. SHOWER FACILITY: Separate restroom/shower facilities are mandated for proper personal hygiene. **EVERYONE** will shower as noted in the schedule (daily). The male shower facility may be in a large open-head open area or there may be separate stalls depending on the lodging facilities provided by the camp. Male cadets will shower with their age appropriate counterparts and wearing swimming trunks in the shower is acceptable. Female facilities have separate shower stalls. Cadre or cadets having any additional requirements above those cited in this pamphlet should contact the Commander or Deputy Commander so they may be addressed prior to your arrival at the encampment.

11. CLASSROOM MOVEMENT: Movement in and out of the classroom will be conducted with the permission of your C/Flight Sergeant or C/Flight Commander. If you need to return to the billeting area or go to another area, an escort (gender appropriate) will accompany you. You will make sure that the classroom facility is left in the same or better condition when the encampment is complete. If any damage occurs because of your misbehavior you will be held financially responsible for its repairs/replacement.

12. RELIGIOUS ORNAMENTS: See CAPM 39-1 for acceptable wear of religious ornaments. If the CAPF 31 or CAPF 17 does not state a religious preference, ornaments will not be allowed.

13. ANTI-HAZING POLICY:

- a. The encampment is not a military/active duty boot camp. Cadet and senior staff members will treat everyone with respect. Physical, verbal, or emotional abuse will not be tolerated. Hazing of cadets will not be tolerated.
- b. Hazing is defined as “any conduct whereby someone causes another to suffer or to be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful.” This includes any conduct that inflicts pain or suffering; is physically injurious to another; lowers another cadet’s pride, dignity, or self-respect; is arbitrary and unjust; that debases or degrades another cadet’s dignity or social standing; or causes mental or physical harm or injury. Examples of hazing include, but are not limited to, the following:
 - i. Having cadets stand in a brace, i.e., rigid attention.
 - ii. Having cadets stand at attention for long periods of time.
 - iii. Paddling.
 - iv. Verbally intimidating cadets, i.e., getting in their face.

- v. Using push-ups as a form of punishment.
- vi. Calling cadets names, i.e., maggot, puke, etc.
- vii. Having cadets wear or carry objects that demean or degrade their dignity or self- respect.
- viii. Other infractions as determined by the Encampment Commander/staff.
- c. At the same token, this encampment is not a “craft summer camp.” All cadets and senior members will behave with strict discipline, and will treat both seniors and subordinates in a professional manner. Cadets will be addressed as “Cadet” or by their rank and last name; senior members will be addressed as “Sir” or “Ma’am” or by their rank and last name. Both cadets and senior members must learn to strike a balance between too much and not enough discipline.
- d. There will be zero tolerance for hazing.

14. SAFETY AND EMERGENCY PROCEDURES:

- a. **GENERAL:** Everyone is required to think “Safety First” in all that you do. Everyone is a safety officer and may halt an activity if a safety issue is noticed. It is imperative that everyone follow directions in all activities. Playing or goofing around during Encampment training will not be tolerated. A misbehaving person will be pulled aside and may be forbidden to continue with that specific activity.
- b. **MEDICAL CARE AND FIRST AID:** The Encampment staff will have medical personnel available 24 hours a day. If you become ill, notify your C/Flight Sergeant for permission to see the medical officer. If you feel faint or suddenly ill you should sit down. In the event you are experiencing a medical emergency, you are authorized to go directly to the Medical Officer or any senior member or notify someone to go for you. Do not delay medical care unnecessarily for routine military protocol. If you see a fellow cadet having a medical problem, bring the problem to the attention of your C/Flight Sergeant or Commander or a senior member immediately.
- c. **All participants must be safety current during encampment and must arrive at in- processing with this noted in eServices. Participants from out-of-state must bring documentation that shows they are safety current. This can be a signed note from their squadron commander or a printout from eServices noting that they are safety current.**

15. COURTESIES:

- a. **TO OTHER CAP MEMBERS:** As a cadet, you are expected to render a verbal greeting as appropriate when you encounter a senior member or cadet officer. If you are outside and not in formation, you are expected to render a salute. You will address members of a higher rank as Sir or Ma’am. When you need to report to an office you will stop just outside the door, knock once on the door or door post, and wait to be called into the office. Once inside, you will walk directly to the officer in charge and report in with:
 - i. “Sir/Ma’am, Cadet___ reporting as ordered” or “Sir/Ma’am, Cadet_ _____ requests permission to speak to_____”. After reporting, follow the instructions of the officer you are visiting, and remember to exit the office in an appropriate military fashion.

- b. **TO THE ACTIVE DUTY MEMBER:** As a CAP member you are required to salute all commissioned officers and warrant officers that are senior in rank to you. The same courtesies rendered toward CAP members will also be rendered toward the National Guard and members of the USAF or other military personnel on base. These personnel will be addressed as “Sir” or “Ma’am” or by their appropriate rank; enlisted personnel will be addressed by their appropriate rank, such as “Sergeant” or “Specialist” (note: they will let you know how they wish to be addressed). Military personnel are not required to render a salute to CAP personnel, but they are not restricted from doing so if they desire. Civil Air Patrol is a civilian auxiliary, and as such, its ranks are honorary. Therefore, the assumption of authority, i.e., the expectation of military courtesy from an enlisted Air Force or Guard member or junior officer, will not be tolerated.

16. CLASSROOM COURTESIES:

- a. After you enter a classroom or lecture hall, you will position yourself at your chair/seat while standing at attention. You will remain at attention until the instructor or the senior cadet commands SEATS or AT EASE. Your behavior will be monitored at all times. You will be expected to pay attention to classroom instruction and have a working knowledge of the information presented. You will not sleep during classroom presentations. If you see someone drifting off, gently nudge him or her awake. It is OK to stand up at the back of the classroom if you find yourself starting to sleep.

17. VAN OR BUS COURTESIES:

- a. Anyone riding in a CAP van will enter and sit from rear to the front, males will sit with males, and females with females as much as possible – specifically so there will always be a seat for the Guidon bearers to enter a van or bus last and sit in the front row. They will be the first off and position themselves so that the flight can assemble off of their position. Quiet talking is permitted as long as it does not interfere with the driver’s attention. Vehicles will be loaded in a quick but safe manner.

18. DINING FACILITY PROCEDURES:

- a. You are required to give the utmost respect and courtesy to all Dining Facility Staff. You may be subject to moderate periods of standing in line before eating. If you feel faint or suddenly ill, notify your C/Flight Sergeant so that appropriate action may be taken. If you see a fellow cadet having problems, notify your Flight Commander or Flight Sergeant.
- b. Daily inspections and team activity results will determine the sequence order of flights through the Dining Facility. The flight chosen as the Honor Flight for the previous day will eat first at all three meals. In some cases this will not be possible because of scheduled events. This policy will be followed as closely as possible.
- c. While waiting for your food, you will stand in line at Parade Rest; you will not look around or talk to fellow cadets while in line. Eyes will be focussed on the Cadet Handbook in order to learn the contents. When the time comes for you to move, you will come to attention, march forward the appropriate number of steps,

and resume the position of Parade Rest and continue reading. When the time comes for you to be served, perform your movements promptly and move through the serving line quickly. You are sharing the Dining Facility with active duty military personnel. Active Duty personnel have priority – at times they may be allowed to go ahead. Please be very courteous. Everyone wants to eat in a timely manner.

- d. Do not take more food than you can eat. Seconds are allowed but may not be easily arranged if there is a long line. It is important to drink water at meals.
- e. After you get your meal, you will go to a table and wait for others to arrive. When the table is full or you are sure that no other cadets will be joining you, sit down and start eating immediately. Cadets will fill up one table before starting another. You will take and drink one or more glasses of water at each meal. One additional beverage may be taken and consumed at each meal. Cadets are not allowed to consume sodas or other high sugar beverages.
- f. If authorized by your C/Flight Sergeant, you may talk quietly at your table with the people seated with you. You will not talk to someone seated across the room. Since we are on a tight schedule, you will eat and not waste time. When you leave the Dining Facility, assemble as a flight at the designated area.

19. RECOGNITIONS AND SPECIAL AWARDS:

- a. Determination of Honor Flight and Honor Cadet: Each cadet enters the encampment with zero merit points. During encampment your actions and conduct will be judged in order to determine honor cadet for the encampment. There will be an honor flight noted each day, with teamwork and cooperation being major judging tools. At the end of encampment one flight will be selected as the Honor Flight.
- b. Individual cadets may achieve points for successful inspections of uniforms, bunks, gear, etc., class participation and attitude.

20. POLICY/PROCEDURE CHANGES: This document can be changed with the approval of the Commander or Deputy Commander.

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